

Notice of Meeting:

I hereby give notice that an ordinary meeting of the Toitū Otago Settlers Museum Board will be held on:

Date: Tuesday 9 July 2024
Time: 9.30 am
Venue: Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin

Sandy Graham
Chief Executive Officer

**Toitū Otago Settlers Museum Board
PUBLIC AGENDA**

MEMBERSHIP

Chairperson	Mr Phil Dowsett	
Deputy Chairperson		
Members	Cr Bill Acklin	Cr Kevin Gilbert
	Cr Cherry Lucas	Mrs Susan Schweigman
	Mr Peter Smith	
Senior Officer	Cam McCracken, Director - Dpag, Toitū, Lan Yuan and Olveston	
Governance Support Officer	Lauren Riddle	

Lauren Riddle
Governance Support Officer

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Note: Reports and recommendations contained in this agenda are not to be considered as Council policy until adopted.

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1 APOLOGIES

At the close of the agenda no apologies had been received.

2 CONFIRMATION OF AGENDA

Note: Any additions must be approved by resolution with an explanation as to why they cannot be delayed until a future meeting.

DECLARATION OF INTEREST

EXECUTIVE SUMMARY

1. Members are reminded of the need to stand aside from decision-making when a conflict arises between their role as an elected or independent representative and any private or other external interest they might have.
2. Elected or independent members are reminded to update their register of interests as soon as practicable, including amending the register at this meeting if necessary.

RECOMMENDATIONS

That the Board:

- a) **Notes/Amends** if necessary the Elected or Independent Members' Interest Register attached as Attachment A; and
- b) **Confirms/Amends** the proposed management plan for Elected or Independent Members' Interests.

Attachments

	Title	Page
↓A	Toitū Otago Settlers Museum Board Register of Interest	6

Toitū Otago Settlers Museum Board - Register of Interest - current as at July 2024				
Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Phil Dowsett	Owner	Residential Property Ownership - Dunedin	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Bill Acklin	Shareholder/Director	Dunedin Brokers Limited	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	APRA - AMCOS	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Entertainer	Various functions	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Strath Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Casual Employee	Insulmax	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Craigieburn Reserve Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Cr Kevin Gilbert	Owner	Gipfel Limited - Bakery	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlubert Trust - Residential Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Schlup Family Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	BNI	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Business South	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Air New Zealand	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Kevin Gilbert and Esther Gilbert Partnership - Residential Rental Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Biddies Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Advisors	Ronald McDonald House Supper Club Committee	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Fair Trading Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Otago Regional Transport Committee (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Keep Dunedin Beautiful (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Settlers Association (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Saddle Hill Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Chair	Food Equity and Education Dunedin (FEED) Charitable Trust	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	National Industry Advisors Group Food and Beverage (Workforce Development Council)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Member	Connecting Dunedin (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	
Cr Cherry Lucas	Trustee	Otago Farmers Market	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago A & P Society	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Trustee	Henderson Lucas Family Trust - Residential Dunedin Property	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.

Name	Responsibility (i.e. Chairperson etc)	Declaration of Interests	Nature of Potential Interest	Member's Proposed Management Plan
Cr Cheery Lucas Cont.	Member	NZ Institute of Chartered Accountants	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Otago Museum Trust Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Dunedin Chinese Garden Advisory Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Toitū Otago Settlers Museum Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Local Government New Zealand (Zone 6 Committee) (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member (alternate)	Grow Dunedin Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Taieri Airport Trust (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Mosgiel Taieri Community Board (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Susan Schweigman	Member	Te Poāri a Pukekura Partnership (Council Appointment)	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Volunteer	Dunedin i-Site	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Peter Smith	Trustee	Tapestry Trust of New Zealand	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Volunteer	Green Hut Track Group	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Member	Rotary Club of Dunedin Harbour	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Secretary	Civil Service Harriers	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
	Shareholder	Various public companies	No conflict identified.	Seek advice prior to the meeting if actual or perceived conflict of interest arises.
Owner	Residential Property Owner Dunedin	No conflict identified	Seek advice prior to the meeting if actual or perceived conflict of interest arises.	

CONFIRMATION OF MINUTES

TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 14 FEBRUARY 2024

RECOMMENDATIONS

That the Board:

- a) **Confirms** the minutes of the Toitū Otago Settlers Museum Board meeting held on 14 February 2024 as a correct record.

Attachments

	Title	Page
A↓	Minutes of Toitū Otago Settlers Museum Board meeting held on 14 February 2024	9

Toitū Otago Settlers Museum Board

MINUTES

Minutes of an ordinary meeting of the Toitū Otago Settlers Museum Board held in the Otago Settlers Association Board Room, Toitū Otago Settlers Museum, 31 Queens Gardens, Dunedin on Wednesday 14 February 2024, commencing at 9:34am.

PRESENT

Chairperson	Mr Phil Dowsett	
Members	Cr Bill Acklin	Cr Kevin Gilbert
	Mr Peter Smith	

IN ATTENDANCE Cam McCracken (Director – DPAG, Toitū, Lan Yuan and Olveston)

Governance Support Officer Lauren Riddle

1 APOLOGIES

Moved (Mr Phil Dowsett/Cr Bill Acklin):

That the Board:

Accepts the apology for absence from Cr Lucas.

Motion carried (TOSM/2024/001)

Board member Susan Schweigman was noted as absent from the meeting.

2 CONFIRMATION OF AGENDA

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Board:

Confirms the agenda without addition or alteration.

Motion carried (TOSM/2024/002)

3 DECLARATIONS OF INTEREST

Members were reminded of the need to stand aside from decision-making when a conflict arose between their role as an elected representative and any private or other external interest they might have.

No updates were provided.

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

- a) **Notes** the Elected Members' Interest Register; and
- b) **Confirms** the proposed management plan for Elected Members' Interests.

Motion carried (TOSM/2024/003)

4 CONFIRMATION OF MINUTES

4.1 TOITŪ OTAGO SETTLERS MUSEUM BOARD MEETING - 22 NOVEMBER 2023

Moved (Mr Phil Dowsett/Cr Kevin Gilbert):

That the Board:

Confirms the minutes of the Toitū Otago Settlers Museum Board meeting held on 22 November 2023 as a correct record.

Motion carried (TOSM/2024/004)

REPORTS

5 TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

The report summarised activities of the Toitū Otago Settlers Museum (Toitū) from 1 October to 31 December 2023. The Toitū Director, Cam McCracken spoke to the report and responded to questions.

Visitation

Discussion was held about recent high visitation numbers, especially in December 2023, when 49,771 people visited Toitū. The increase in visitation was due to a number of factors, including the regular 'Christmas at Toitū' school holiday activities, music performances, the Pixie Town display and Santa photography. Additionally Toitū was used as the drop off and pick up point on days the Octagon was unavailable to shuttle buses transporting visitors from cruise ships.

Commercial Activity

The Toitū Director advised that operational efficiencies have led to increased sales volumes and profitability at the retail outlets at Toitū, the Art Gallery and Lan Yuan.

Collections

Work continues on collections policy and processes and updated documentation will be shared with the Board at the next meeting.

Moved (Mr Phil Dowsett/Cr Bill Acklin):

That the Board:

Notes the Toitū Otago Settlers Museum Activity Report for the period 1 October to 31 December 2023.

Motion carried (TOSM/2024/005)

6 CHANGE OF MEETING DATE (JUNE 2024)

The Board considered the request to change the scheduled meeting date from 5 June, to 12 June 2024. This requested change ensures a meeting quorum, as Council appointed members of the Board are unavailable due to 10 Year Plan 2024-2034 commitments from 4 to 7 June 2024.

Moved (Mr Phil Dowsett/Mr Peter Smith):

That the Board:

Accepts the change in meeting date from Wednesday 5 June to Wednesday 12 June 2024, commencing at 9:30am.

Motion carried (TOSM/2024/006)

The meeting concluded at 10:10am.

.....
CHAIRPERSON

REPORTS

TOITŪ OTAGO SETTLERS MUSEUM ACTIVITY REPORT

Department: Arts and Culture

EXECUTIVE SUMMARY

- 1 This report covers activities of Toitū Otago Settlers Museum (Toitū) from 1 January to 31 March 2024.

RECOMMENDATIONS

That the Committee:

- a) **Notes** the Toitū Otago Settlers Museum Activity Report for the period 1 January to 31 March 2024.

BACKGROUND

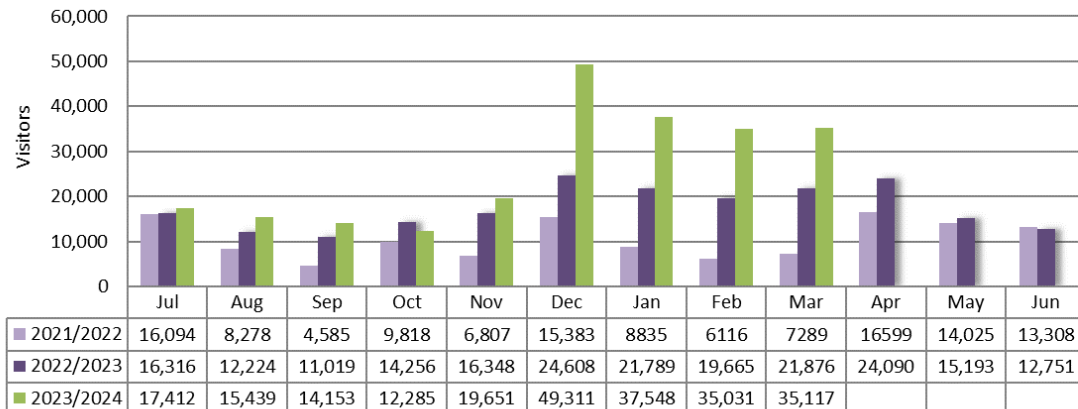
- 2 This report is prepared for the Toitū Otago Settlers Museum Board meeting and details the latest activities and KPI performance at Toitū.

DISCUSSION

Visitation

- 3 Toitū recorded 107,696 visitors in this quarter, representing a 28% increase compared with the same period in FY 22/23.

Toitū Otago Settlers Museum Visitor Numbers



2021/22	16,094	24,372	28,957	38,775	45,582	60,965	69,800	75,916	83,205	99,804	113,829	127,137
2022/23	16,316	28,540	39,559	53,815	70,163	94,771	116,560	136,225	158,101	182,191	197,384	210,135
2023/24	17,412	32,851	47,004	59,289	78,940	128,251	165,799	200,830	235,947			
												<i>Running total</i>

COLLECTIONS AND EXHIBITIONS

Exhibitions

- Maintenance of permanent exhibits:* The exhibitions team continuously maintain the quality of the permanent exhibits at Toitū. This programme of work includes cleaning, minor repair work and technology upgrades. This takes on increased importance during the summer months when the Museum has high visitation.
- Call to Arms and Roll of Honour:* The team is working on scheduled object change outs to the Call to Arms Military exhibition as well as a major upgrade to the Roll of Honour. The Roll has been updated and visitors will be able to search using touchscreen and obtain a biography and a portrait image of most Roll nominees. The plan is to launch this new project to coincide with Armistice Day 2024.

Digital Outputs and Public Talks

- Three *Talking Pictures* episodes created by curator Peter Read on “Settler Portraits” in the Toitū collection were released to the Toitū YouTube channel.
- “Donated rifle symbol of a bygone era” an article by Seán Brosnahan for the Otago Daily Times *Cool and Collected* series was published in late May.
- Eight public talks or seminars were delivered as part of our public programme activities; topics covered included Coaching in the Victorian Era, Shipping to Dunedin and Irish Migration.

Collections

Acquisitions

- A total of 76 items have been added to the collection this reporting period, including sporting costume from the Leith Harriers Club, an abacus used in a Chinese-owned business and correspondence and ephemera relating to the iconic Admiral Byrd Antarctic expedition of 1929,

which departed from Dunedin and in which Byrd completed the first plane flight over the South Pole.

Collections Projects

- 10 *Asbestos Testing and Collection Access:* In March the team completed testing of the costume and textile store S106. The results have confirmed a low risk level of ACD contamination which will be remediated enabling full access to be regained to this store.
- 11 *Firearms Collection Audit and Relocation:* Several team members are nearing completion of the new firearms licensing required for the Museum to maintain its firearms collection. Once this licensing process is complete, the team will proceed with auditing and improving the storage of this collection.
- 12 *Records management, Registry and Curatorial Workroom:* The team completed a clean and reorganisation of the registry and curatorial workrooms and resource rooms. An audit of collection documentation is also underway, including the re-incorporation of collection records which were previously stored offsite. This is a complex programme of work and is planned for completion by the end of June.
- 13 *Collection Development:* The collections team continues to work on updating our collection recording and database processes including the creation of a collection development plan to guide our collecting into the future.

Conservation Projects

- 14 *Integrated Pest Management:* The team has continued with IPM work.
- 15 *Quarantine store:* 148 items were processed bringing the processing of acquisitions up to date.

Archives

- 16 *Staffing:* Enquiries are currently being managed by sharing these duties across the team and by encouraging customers to undertake self-guided genealogical research online and through the research centre.
- 17 Collections and Exhibitions staff processed 63 public enquiries, all by email/correspondence.

AUDIENCE DEVELOPMENT

Enriching Local Curriculum (ELC) – Education

- 18 Themes taught in our early childhood, primary and secondary programmes have included the early traveling conditions for the nuns who founded St Hilda's Collegiate, Chinese New Year Celebrations/ the Year of the Dragon, Kai Tahu narratives, the Ara I te Uru gallery, connections to place, ko wai au?, buy/sell/trade, general museum exploration, and boats.

Visitor Programmes

- 19 A snapshot of some of the wide variety of self-guided gallery trails, public talks, workshops, demonstrations and performances during this reporting period are as follows:
- 20 Regular community demonstrations and 'have a go' style offerings in the Josephine Foyer by local community groups are very popular and this reporting period have included

demonstrations by the Dunedin Spinners and Weavers Guild, the Otago Embroiders’ Guild, weekly Sunday afternoon dancing, and Toddler Time.

- 21 The regular Tuesday Club Talks in association with the Otago Settlers Association have featured Father Tony, Dean of Dunedin on the history of St Paul’s Anglican Cathedral, Emeritus Professor Adrian Shubert and Associate Professor Boyd Cothran of York University speaking about The Edwin Fox, and Kim Morgan, Director of the Dunedin Summer Shakespeare Company, who spoke about its history and future. As part of our *Migration to Otago* series there were presentations about Chinese music in Otago, and Irish immigration to southern New Zealand.
- 22 Other programmes at Toitū have included a Pride quilt making session (as part of NZ Pride Month), a portrait photobooth in the Smith Gallery, the annual Burns Night Supper, the opening event for Dunedin Multi-Ethnic Council’s race relations week, and performances as part of our Toitū Sounds programme.

COMMERCIAL ACTIVITY

- 23 There was a 60% increase in sales in the Toitū gift shop this reporting period. This jump in revenue is largely due to the large increase in local visitation, domestic travellers and cruise ship visitors.
- 24 There were ten venue hire functions at Toitū over the reporting period and the team assisted with other functions, events and group bookings at Toitū Otago Settlers Museum as well as Lan Yuan Dunedin Chinese Garden.

OPTIONS

- 25 There are no options as this report is for information only.

NEXT STEPS

- 26 There are no next steps as this report is for information only.

Signatories

Author:	Cam McCracken - Director DPAG, Toitū, Lan Yuan and Olveston
Authoriser:	Jeanette Wikaira - General Manager Arts, Culture and Recreation

Attachments

There are no attachments for this report.

SUMMARY OF CONSIDERATIONS

Fit with purpose of Local Government

This decision enables democratic local decision making and action by, and on behalf of communities.
 This decision promotes the social well-being of communities in the present and for the future.
 This decision promotes the economic well-being of communities in the present and for the future.
 This decision promotes the environmental well-being of communities in the present and for the future.
 This decision promotes the cultural well-being of communities in the present and for the future.

Fit with strategic framework

	Contributes	Detracts	Not applicable
Social Wellbeing Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Economic Development Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
Environment Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Arts and Culture Strategy	✓	<input type="checkbox"/>	<input type="checkbox"/>
3 Waters Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Spatial Plan	<input type="checkbox"/>	<input type="checkbox"/>	✓
Integrated Transport Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Parks and Recreation Strategy	<input type="checkbox"/>	<input type="checkbox"/>	✓
Other strategic projects/policies/plans	✓	<input type="checkbox"/>	<input type="checkbox"/>

The activities in this report support the Arts and Culture, Economic Development and Social Wellbeing Strategies.

Māori Impact Statement

The Museum consults with and works with the Ngāi Tahu Advisory Group as well as Rūnaka on a regular basis.

Sustainability

The principles of sustainability underpin all the activity of Toitū and Lan Yuan.

LTP/Annual Plan / Financial Strategy /Infrastructure Strategy

This report is for noting purposes only.

Financial considerations

This report is for noting purposes only.

Significance

This decision is considered low in terms of the Council’s Significance and Engagement Policy.

Engagement – external

This report is for noting purposes only.

Engagement - internal

This report is for noting purposes only.

Risks: Legal / Health and Safety etc.

There are no legal or health and safety risks related to matters in this report.

SUMMARY OF CONSIDERATIONS

Conflict of Interest

There are no known conflicts of interest.

Community Boards

There are no known implications for Community Boards.